

**Directions:** Follow the steps below to prepare MI-Access Participation, Supported Independence, and Functional Independence ELA, Mathematics, and/or Science assessment materials for shipment.

(Refer to the **2008/2009 MI-Access Coordinator and Assessment Administrator Manual** for full instructions.)

- ☐ 1 PLEASE RETURN **ALL** Participation, Supported Independence, and Functional Independence ASSESSMENT BOOKLETS, STUDENT ANSWER DOCUMENTS, AND ID SHEETS. Also, please return ALL picture cards. (See checklist inside this envelope.)
- ☐ 2 DO **NOT** RETURN 2008/2009 MI-Access Coordinator and Assessment Administrator Manuals, rulers, or Security Compliance Forms.
- ☐ 3 Collect from schools ALL USED and UNUSED materials (including assessment booklets, student answer documents, ID sheets, and picture cards) and Security Compliance Forms. NEW: Security Compliance Forms do not need to be returned to the contractor, but they MUST BE KEPT ON FILE by the District MI-Access Coordinator. You DO NOT need to collect manuals/addenda or rulers as these do not have to be returned to the contractor. The total number of used and unused barcoded assessment booklets (including accommodated versions: Braille booklets, audio versions, enlarged print booklets, and Assessment Administrator Booklets for Braille), student answer documents, and ID sheets returned MUST equal the total number received.
- ☐ 4 Place the unused booklets, unused scan documents, used and unused picture cards, and ALL used and unused accommodated versions (including Braille booklets, enlarged print booklets, audio versions, and Assessment Administrator Booklets for Braille) in the bottom of the box (or boxes) in which they were received. Place the green divider sheet on top of this pile. Assemble all used assessment booklets and place on top of the green divider sheet. Place the goldenrod divider sheet on the top of this pile.
- ☐ 5 Assemble the **unsealed** Teacher Return Envelopes from each school. Place the corresponding School Identification Sheet (green/orange) on top of the envelopes and secure them together using the paper strips provided. (**Do not use paper clips, staples, rubber bands, or adhesives of any kind, as they will interfere with the processing technology.**)
- ☐ 6 Complete the District Identification Sheet (tan/teal). Make a photocopy of the sheet to keep in your files.
- ☐ 7 Place the original District Identification Sheet—as well as any District Continuation Sheets if applicable—on top of the materials in the box. If you have more than one box, make sure this sheet is in the first ("1 of X") box.
- ☐ 8 Fill any open space at the top of the box with paper packing or bubblewrap (not foam) so the box does not collapse.
- ☐ 9 Seal the box or boxes with packing tape.
- ☐ 10 Remove your prepaid UPS RS label(s) from this envelope. The MI-Access contractor will cover your shipping costs only if the enclosed labels are used. **If not, the district will incur the cost of shipping.**
- ☐ 11 Peel off the backing and affix the label(s) to the original shipping box or boxes. Use one label for each box.
- ☐ 12 Before shipment, write down the tracking number—or make a copy of the label—and keep it in a safe, easily remembered place. (We have included a space for the tracking number on the bottom of this envelope for this purpose.) The tracking number can be found in between the two barcodes in the middle of the label.
- ☐ 13 Give the box or boxes to your regular UPS driver NO LATER THAN **DECEMBER 4, 2008**. If you do not have a UPS account, you can call for a pickup at 1-877-536-2697. Reference your tracking number and the contractor name, Questar Assessment, Inc., for a free pickup. (If a service charge is applied, call the MI-Access Hotline at 1-888-382-4246 to have the charge reversed.)

Look inside for:

- paper strips
- UPS labels
- divider sheets

**UPS Tracking Number(s):** \_\_\_\_\_